




Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

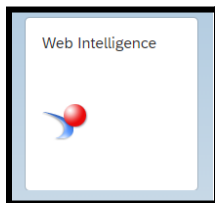
Generating an Indiana IEP Assistive Technology Report

This guidance was developed by the Indiana Department of Education (IDOE) to assist in generating an assistive technology report within [Indiana IEP](#). Follow the following steps to export the assistive technology report within Indiana IEP. For additional information, refer to IDOE's [Special Education webpage](#) and [Office of Student Support and Accessibility webpage](#).

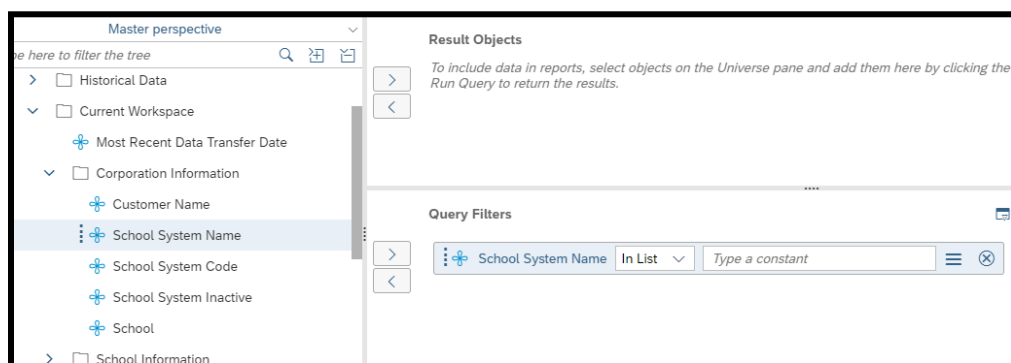
1. Log in to Indiana IEP and navigate to the Advanced Reporting System.
 - Indiana IEP → Reports → Start Advanced Reporting System
2. This selection should navigate you to the Student Assistance Program (SAP) system. Select the  icon to access the homepage.



3. From the SAP homepage, scroll down to Applications and select Web Intelligence.

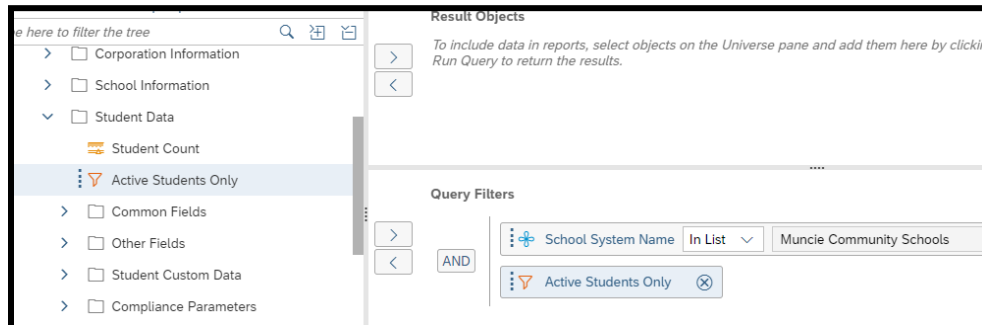


4. The Web Intelligence application will open. Select a Data Source → Universe → OK.
5. Select a Universe → EasyIEP IN Aggregate V1.2.
6. This will open the Query Panel. Under Master perspective, open EasyIEP IN Aggregate → Current Workspace → Corporation Information → School System Name.

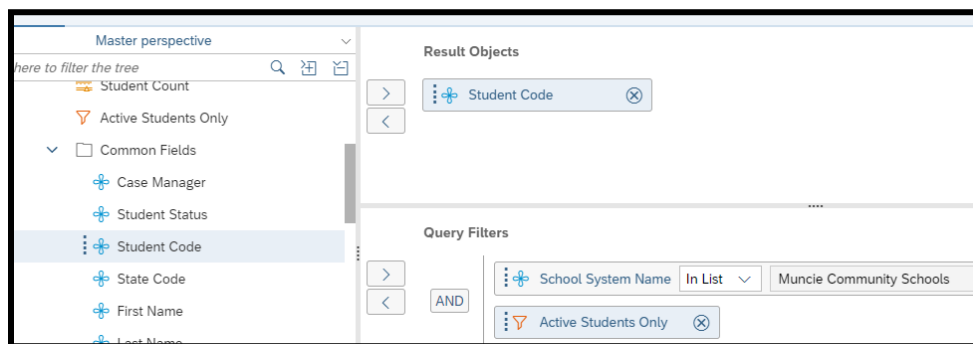


7. Drag the "School System Name" into the Query Filters.
 - Open the expanding menu icon and select "Value from List."

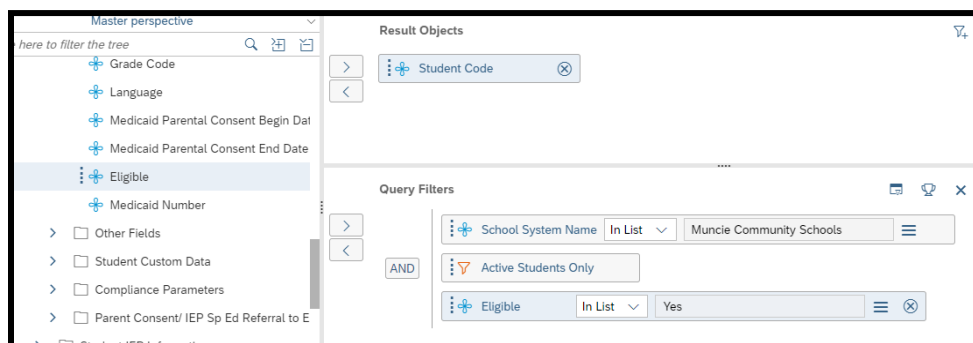
- The School System Name window will open. Type in your local educational agency (LEA) name and select it.
- Return to the Master Perspective column and open “Student Data.”
- Drag “Active Student Only” to the Query Filter.



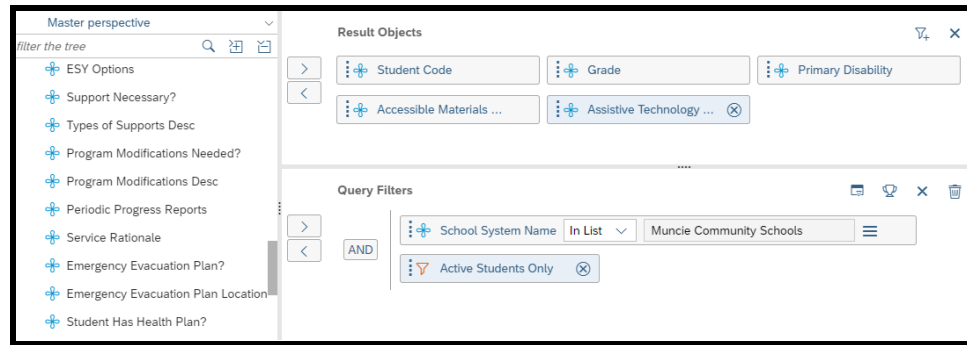
8. Open Common Fields and drag “Student Code” to Result Objects.



9. Drag “Eligible” to the Query Filter. Open the expanding menu icon and select value from the list and select Yes.



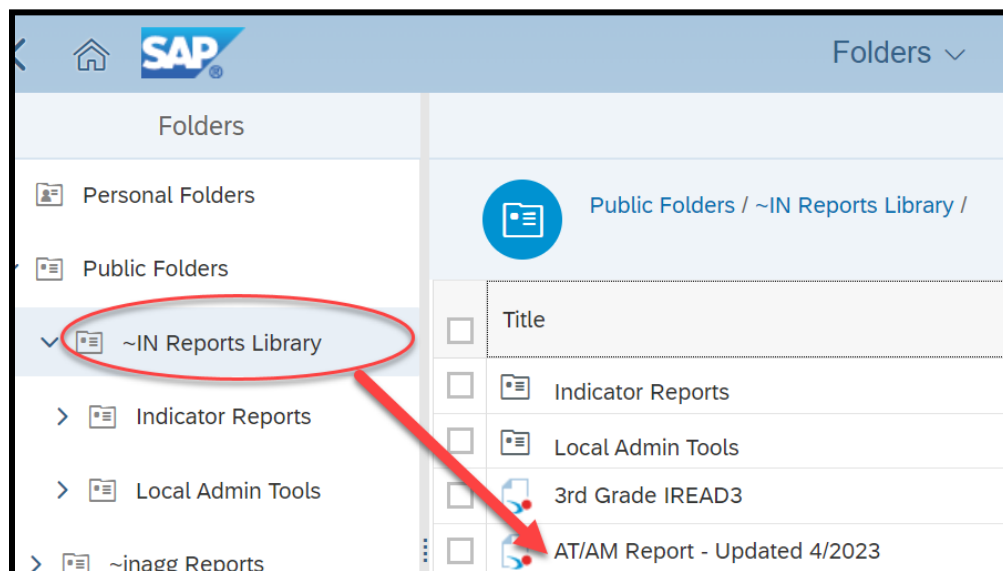
10. Add any other desired student demographic info to be included (grade, case manager, etc.). Open IEP Process → Eligibility Information.
- Drag “Primary Disability” to Result Objects. Open IEP Process → Provisions.



11. Drag “Accessible Materials Desc” and “Assistive Technology Desc” to Result Objects. Select Run from the bottom right of the screen.
12. When the report populates, click the three dots (ellipsis icon) within the File section and choose export (to Excel). A CSV file will be exported.

Saving the Indiana IEP Assistive Technology Report

1. Scroll down to Applications → Web Intelligence.
2. Click the Public Folders and select IN Reports Library.
3. Within the IN Reports Library, select the AT/AM Report to save.



Please contact IDOE’s [Office of Student Support and Accessibility](#) with any questions.